

CRIME VICTIM NOTIFICATION REQUEST AND DEMAND FOR RIGHTS FORM

Form must be completed for each defendant and/or juvenile.

In the Circuit/Juvenile Court for

County/City (Circle one)

Court Case No.

Case Tracking No. (If known)

Inmate No. (If known)

State v.

Date of Birth

____/____/____

CRIME VICTIM NOTIFICATION REQUEST AND DEMAND FOR RIGHTS FORM (PLEASE BEAR DOWN FIRMLY AND PRINT OR TYPE ALL INFORMATION)

Victim's Name:

Ms. / Miss / Mrs. / Mr. (Circle one)

If a minor, Date of Birth

____/____/____

If Victim is a Minor, Deceased, or Disabled,
give Victim Representative's Name:

Ms. / Miss / Mrs. / Mr. (Circle one)

Relationship

I REQUEST NOTICE OF ALL EVENTS RELATED TO THIS CASE AND TO THE DEFENDANT/JUVENILE, AS ALLOWED BY LAW, AND DEMAND ALL THE RIGHTS TO WHICH VICTIMS OF CRIME ARE ENTITLED.
I UNDERSTAND THAT IF I DO NOT COMPLETE THIS FORM AND RETURN IT TO THE STATE'S ATTORNEY'S OFFICE THAT I MAY NOT BENEFIT FROM MY RIGHTS AS A VICTIM.

Signature of Victim or Victim's Representative

Date

Please refer to the instruction page attached to the front of this form for specific instructions and information.

PLEASE PROVIDE AN ADDRESS AND PHONE NUMBERS TO RECEIVE ALL NOTICES.
THIS FORM WILL BECOME PART OF THE PUBLIC RECORD IN THIS CASE. IF YOU DO NOT WANT YOUR ADDRESS AND PHONE NUMBER IN THE RECORD, PROVIDE AN ALTERNATE VICTIM CONTACT NAME, ADDRESS AND PHONE NUMBER

Victim/Victim's Representative:

Address

City

State

Zip

Phone (Day)

Phone (Evening)

Cell Phone

Email

If another person or organization has agreed to receive and forward notices to you AND you agree to maintain contact with the Alternate, complete the following information

Name of Alternate Victim Contact:

Relationship to Victim/Victim's Representative:

☐

Family Member

☐

Friend

☐

Support Agency

☐

other

Contact Address

City

State

Zip

Phone (Day)

Phone (Evening)

Cell Phone

Email

Criminal Justice Agencies please refer to the reverse side of this form for processing instructions.

WHITE: Clerk of Court; YELLOW: State's Attorney; PINK: Detention/DOC/DHMH; GREEN: Parole & Probation;
BLUE: Attorney General's Office; GOLDENROD: Victim/Victim's Rep.

INSTRUCTIONS FOR AGENCY PROCESSING CRIME VICTIM NOTIFICATION REQUEST AND DEMAND FOR RIGHTS FORM

- 1. State's Attorney's Office:** Within 10 days of the filing of a Bill of Information or Indictment the Crime Victim Notification Request and Demand for Rights Form (CVNRF) should be forwarded to the victim or victim's representative (See Criminal Procedure Article, § 11-104(c)). Upon receipt of a completed CVNRF the State's Attorney's Office should record receipt, retain the yellow copy and forward the white, pink, green and blue copies to the Clerk of Circuit and/or Juvenile Court. (See Criminal Procedure Article, §11-104(d) (2)). In cases where a defendant is being detained pending trial, a photocopy, preferably pink, of the CVNRF should immediately be sent to the detention facility where the defendant is incarcerated. In the event that a CVNRF is received after a defendant has been convicted and the court case has been closed, the white, pink, green and blue copies should still be forwarded to the Clerk's Office. The Clerk's Office should retain the white copy and, if applicable, immediately forward the pink copy to the commitment facility and the green copy to the Division of Parole and Probation.
- 2. In cases appealed to the Court of Special Appeals or Court of Appeals, a copy of the CVNRF should be forwarded to the Attorney General's Office (See Maryland Annotated Code, Criminal Procedure Article § 11-104(f)(2)).**
- 3. Clerk of Circuit Court:** Upon receipt from the State's Attorney Office, all copies should be recorded and placed in the court case file until the case has been heard and sentence imposed. If the defendant is committed to the Division of Correction, Patuxent Institution, the Department of Health and Mental Hygiene or a local detention facility, the pink copy should be included with the commitment order. In cases where a probation order is issued, the green copy should be attached to the probation order and forwarded to the designated intake officer prior to the commencement of the probationary sentence. (See Criminal Procedure Article, § 11-104(f) (1)). In the event that a CVNRF is received after a defendant has been convicted and the court case has been closed, the white (original) form should be recorded and retained in the court case file, and, if applicable, the pink copy should be forwarded to the commitment facility and the green copy to the designated intake officer or probation agent within the Division of Parole and Probation. (See Criminal Procedure Article, §11-104(f)).
- 4. In cases where an appeal is filed, the Clerk should send the blue copy to the Office of the Attorney General and a copy to the court to which the case has been appealed. (See Criminal Procedure Article, § 11-104(f) (2)).**
- 4. Clerk of Juvenile Court:** Upon receipt from the State's Attorney's Office all copies should be recorded and placed in the court case file until such time as the case has been adjudicated. If a respondent is committed, the Clerk is responsible for including the pink copy with the commitment order and, if placed on probation, the green copy should be attached to the probation order, (See Criminal Procedure Article, §11-104(f)).
- 5. Local Detention Facilities:** On receipt of a CVNRF or other written request, the local detention facility should record receipt of the request for notification. Once received, the commitment unit is responsible for notifying a victim, a victim's representative, or a witness of an escape, recapture, transfer, release or death of the inmate. (See Criminal Procedure Article, §11-508). If the inmate is subsequently committed to the Division of Correction, Department of Health and Mental Hygiene, or Patuxent Institution, the CVNRF or other written request should be forwarded along with the commitment order.
- 6. Division of Correction:** Upon receipt of a CVNRF, the Division of Correction should record receipt, retain the pink copy and, if applicable, forward a photocopy to the Parole Commission. (By verbal agreement between Paul Davis, Former Chair, Maryland Parole Commission and Debra Neighoff, Victim Services Coordinator, Division of Correction, 1993).
- 7. Please note:** These guidelines only address the processing of the Crime Victim Notification Request and Demand for Rights Form and, in part, other written requests, and not your agency's responsibility for notification of court and/or custody status. For details regarding an individual agency's statutory duty to notify a crime victim, please refer to Maryland Annotated Code, Criminal Procedure Article, Title 11.
- 8. Following these procedures will help eliminate any confusion experienced by criminal justice professionals, reduce potential violations of crime victims' statutory rights, and enhance service delivery to victims throughout the State.**